

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-145 **Issue Date:** 09-16-16 **Closing Date:** 09-30-16

2nd Advertisement
Office Assistant III
YN Head Start
Department of Human Services
Hourly Wage: \$10.87/Regular/Full-Time
Location: Wapato Administration

The Office Assistant serves in the Head Start Administration Office for the Yakama Nation Head Start Program working as part of the support team in serving Head Start children, families and staff. The position helps with all component areas of the program. The incumbent will type, file, sort and process materials, maintain records, and process records. At times, the position will assist in processing purchase requisitions, along with input into financial system. The Office Assistant will be required to interact with the public, as well as providing information to the public concerning the program. The incumbent should be able to operate a variety of equipment including but not limited to word processors, tablet, smart phone, computers/laptops, copy machines, calculators, and prepare and complete a variety of forms and documents.

Knowledge, Skills and Abilities:

- Knowledge of organizational structures/systems. Prefer knowledge of Yakama Nation Personnel Policies and Procedures.
- Knowledge of office procedures, including preparation and dissemination of correspondences, reports, and filing.
- Knowledge of contemporary office equipment and software, including computer/laptop, tablets, and smart phones.
- Skills related to developing and maintaining database.
- Ability to adhere to applicable policies, procedures, regulations.
- Ability to establish and maintain effective working relationships.
- Ability to maintain standards of professionalism in dress and appearance, attitude and presentation.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability speak and write the English language effectively.
- Ability to use initiative and judgement in setting up formats for a variety of documents.
- Ability to proof and correct documents.

General Recruiting Indicators:

- Minimum of a high school diploma or GED with formal training in office procedures preferred and two years office experience with demonstrated organizational skills.
- Enrolled Yakama preference

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a criminal background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Must have current First Aid/CPR care or able to obtain one within 6 months.
- Must have current food handler's card or able to obtain one within 6 months.
- Preference will be given to past/present Head Start parents who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.